

CHAPTER III

DUTIES OF RAILWAY SERVANTS IN THE EVENT OF SERIOUS ACCIDENT

Duties of various officials are given in this chapter. It is made clear to all concerned officials that the list of duties in this chapter is not exhaustive and this is only to draw their attention to important aspects. This does not absolve them from following other rules and instructions on the issue. Officials at site should make a quick survey and act in most efficient manner.

In case of suspected sabotage, nothing should be disturbed except for rescuing injured persons till the arrival of police officials and on orders from a senior most official at the site of accident.

3.01. Duties of a Guard in the event of a serious accident.—

Immediately after occurrence of a serious accident, the Guard of the train must;

- (a) Note the exact time of the accident and kilometreage ;
- (b)
 - (i) protect the adjacent line(s) and the train as per GR. 6.03, 9.10 and SRs thereto ;
 - (ii) secure the vehicles as per rules ;
 - (iii) ascertain if adjacent line(s) is/are fouled;
- (c) simultaneously relay the information giving details of the accident and assistance required to the nearest station

or control through the portable field telephone or any other available communication. He has also to inform TPC about the accident in electrified section on portable telephone for switching off power supply, if required. In case no communication is available; the said information must be sent on a memo through the Guard or Assistant Loco Pilot to the nearest station. A train passing on the adjacent line should be stopped to use their communication and resources and the Loco Pilot or Guard be given this information. If all of the above fails, depute any Railway employee/willing person(s) available on train to nearest station/ police station/Hospital/village seeking assistance for relief.

- (d) make a quick survey of the accident and roughly assess casualties, injuries and assistance required ;
- (e) render first aid to the injured person(s) taking assistance of all available Railway Staff, Doctors and volunteers on train or near the site of accident.
- (f) arrange to shift the injured persons to the nearest hospital with the help of all available staff and other volunteers and keep their particulars ;
- (g) arrange protection of Railway and public property with the help of available Police and Railway staff;
- (h) preserve all clues to possible cause of accident;
- (i) post an available Railway employee on the field telephone to ensure regular flow of information.
- (j) check the unaffected portion of the train and arrange to clear the same safely to the adjacent station(s) as per

rules and in consultation with the control/station Master(s) concerned;

- (k) Note the particulars of the railway personnel travelling in the train who are reported to him and utilise them in assistance in first aid and relief operations ;
- (l) remain in overall charge till replaced by a senior Railway official and permitted by the Competent Authority.
- (m) In the event of any disability of the Loco Pilot, the duties devolving on the Loco Pilot, for protection of the line/line(s) shall devolve on the Guard or on a Railway servant deputed by him.
- (n) In case of suspected sabotage as mentioned at para 7.02, nothing should be disturbed except for rescuing any injured persons, till arrival of police officials and on orders from a Senior Railway official at the site.
- (o) He will utilise the equipment in the brake van viz., First Aid Box, Stretcher, Fire Extinguisher, Emergency lighting equipment, Portable Telephone, Wedges/Scotch blocks, etc., as per need.

3.02. Duties of Loco Pilot/Assistant Loco Pilot in the event of serious accident. —

Immediately after occurrence of a serious accident, the Loco Pilot and his crew must ;

- (a) Switch on the flasher light of loco.
- (b) note the time of the accident, and kilometrage ;
- (c) protect the adjacent lines in front and the front portion of the train as prescribed in GR 6.03 and 9.10 and SRs thereto, as the case may be;

- (d) simultaneously inform the station master of nearest station by any available communication, if Guard could not do so.
- (e) take such precautions as may be necessary or as prescribed by special instructions to render his locomotive safe,
- (f) render all possible assistance to the Guard in relief measures to the injured and particularly in the assessment of damage to rolling stock, permanent way, locomotive, OHE and nature of assistance required and in giving quick information to the Control/Station Master regarding the accident;
- (g) In the event of any disability of the guard due to accident, all the duties and responsibilities of guard mentioned in para 3.01 devolve upon the Loco Pilot/Assistant Loco Pilot.
- (h) Assistant Loco Pilot shall carry out any job assigned to him by the Loco Pilot. He shall man the engine in absence of loco pilot.

3.03. Duties of Travelling Ticket Examiner/Train Superintendent :

Immediately after occurrence of a serious accident, the TTE/Train Superintendent must —

- (a) He has to inform the Railway Officers travelling in the train. Immediately after the accident takes place, the concerned ticket checking staff manning the coaches

- should assist the guard and train crew in assessing the site of accident and ascertain the casualties/injuries taken place in their respective coaches and in the reserved compartments as well. The rough assessment made by ticket checking staff should be given to the Guard for further communication to the controllers without any delay.
- (b) Assist the Guard/Loco Pilot in rendering first aid to the injured person(s) and shifting them to the Hospital and avail services of doctors travelling in train.
- (c) Make out a list of injured/dead passengers.
- (d) Preserve reservation charts to know the particulars of injured/dead passengers.
- (e) Arrange for collecting the belongings of the injured and dead and handing them over on satisfactory proof of ownership being obtained.
- (f) Organise to tranship/transfer passengers and their luggages to the passenger special.
- (g) Collect the addresses of the relatives of the injured/dead passengers to send information regarding accident.

3.04. Duties of Coach Attendant and A.C. Mechanic. —

- (a) To help TTE/TS in assisting relief.
- (b) AC Mechanic should immediately "Switch Off" the current where necessary to avoid short circuiting.

3.05. Duties of Station Suptd./Station Master/Assistant Station Master in the event of a serious accident.—

Immediately after an accident or on receiving the report of an accident, the on duty Station Master shall call all the off duty station staff and he must :

- (a) ensure that no other train enters into the affected line/ section from either direction, lock the commutator handle of the Block Instrument controlling the affected section in "Train on Line" position wherever possible, ensure the signals giving entry to the line are kept at the "ON" position, ensure use of "Line Blocked" lever/ slide collars on the concerned lever or slide, ensure that the points are set against the entry to the affected line and clamped wherever practicable;
- (b) inform the sectional controller and all concerned by giving details of the accident and assistance required through the Control phone or any other available means of communications;
- (c) take action to protect the traffic and safeguard the property;
- (d) collect detailed information of the accident such as time of accident, nature and location of accident, casualties, injuries, obstruction, damages and assistance required and ensure that the adjacent line(s) is/are clear before allowing any movement on it/them;
- (e) Station Manager of Controlling station shall proceed to the site along with the assistance if any immediately;
- (f) render first aid to the injured persons taking the assistance of all Station staff qualified to render first aid,

Doctors and volunteers available on train or near the site of accident;

- (g) in case of passanger train, call all available nearest medical assistance to the site of accident as mentioned in Rule 1.04 (b);
- (h) take all possible action to inform all concerned officials including civil and police as mentioned in Rule 1.04 (a);
- (i) see that the injured persons are shifted to hospital with the help of all available assistance, also see that the detailed particulars of the dead and injured are recorded;
- (j) arrange to remove the unaffected vehicles of the train, observing all relevant rules, to facilitate relief operation;
- (k) take all measures for the quick movement of ARME and/ or ART to the site of accident and ensure that the caution order etc. are correctly issued to the Loco Pilot and Guard of all trains while allowing movement to the site of accident, clearly indicating the site of accident, the locations where the train must come to stop and other restrictions to be observed ;
- (l) see that water, tea and other requirements are supplied to the injured and stranded passengers within his resources;
- (m) remain on duty until replaced by a competent person;
- (n) report the accident to all concerned by the issue of accident message;
- (o) seize the Train Signal Register/log book, Private Number book, Line Admission book, diary of maintenance staff,

Loco Pilot's Note Book, Loco Repair Book and other relevant records as required and note the position of Block Instruments, Signals, Point Indicators and Levers etc.

- (p) Take the statements of staff where possible ;
- (q) preserve all clues and arrange to protect the area with the help of police or RPF;
- (r) ensure that all trains for transhipment of passengers are worked to the site of accident with the engine leading unless there are special reasons or specifically permitted otherwise by the officer-in-charge at the site of accident;
- (s) clear the lines at adjacent stations to work relief trains;
- (t) ensure preservation of documents of damaged parcels, mail and goods etc.
- (u) ensure chronological recording of all information received or/and action taken in connection with the accident, in the station Diary.

3.06. Duties of Section Controller. —

Immediately when the Section Controller is informed of a serious accident on his section, he shall;

- (a) In electrified section, advise immediately to TPC on duty in control office to switch off the power of the concerned section, if required.
- (b) apprise the Chief Controller/Deputy Chief Controller of the available particulars of the accident and the nature of assistance required ;

- (c) ensure that adjacent line(s) in the affected section is/are free from obstruction before advising the concerned Station Masters to allow the train to run over it/them ;
- (d) The lines at the adjacent block stations on either side of the site of accident should be kept free for movement of relief trains by regulating the trains conveniently ;
- (e) advise the Section Controllers of adjacent sections of the accident and to regulate the train services in suitable places if required ;
- (f) see that the ARME/ART/Tranship Train are worked out to and from the site of accident promptly and have a clear passage ;
- (g) maintain a chronological record of all the events and information received regarding the accident and action taken;
- (h) obtain further details with regard to the extent of damages and progress in rescue operation and relief measures and co-ordinate with officer-in-charge at the site ;
- (i) arrange to remove the unaffected vehicles if any, adjacent to the affected vehicles to facilitate relief operation ;

Note : Coaches with passengers if any should be drawn to a nearby station where catering/drinking water facilities are available, in consultation with the Sr. DOM/DOM.

3.07. Duties of Chief Controller / Deputy Chief Controller. —

Immediately after receiving the information of a serious accident, he shall -

- a) Ring the alarm bell in the control office to gather officials of all departments in control office and apprise the accident information available with him.
- b) Issue order to sound the hooter at ARME/ART base station
- c) Immediately inform about the accident to DRM, ADRM, Operating Officers, Sr. DSO, Sectional DTI and Station Manager of the Controlling Station concerned and note down the timings chronologically.
- d) Issue order to the concerned crew controller and Station Master for immediate dispatch of ARME and ART as required,
- e) Arrange for early movement of ART/ARME / Trainship train to and from the site of accident on top priority,
- f) Collect the up to date information of relief and restoration from the site and pass on the assistance required to the concerned officials and emergency cells through preparation of frequent accident bulletins as given at appendix-7.
- g) Maintain chronological record of all details of accident, action taken, progress of rescue, relief measures, etc in Accident Log Book.
- h) Each departmental controllers will inform to Divisional Officers as mentioned in para 6.04.
- i) Timely information of all changes in train timings, diversion or cancellation of trains etc., shall be given to

- all stations, emergency cell, helping booths on his division as well as to the adjacent divisions and (or) Railway.
- j) All other Dy.CHCs will assist each other in relief and restoration work and Chief Controllers should ensure that all necessary action is taken in time.

3.08. Duties of Sr. Subordinates viz., Divisional Transportation Inspector, JE/SE (P.Way), JE/SE (Sig), JE/SE (C&W) and Loco Inspector, etc. —

On receipt of information of a serious accident, all concerned supervisors shall —

- (a) reach the site of the accident by the quickest available means ;
- (b) take general charge of the situation until the arrival of an officer ;
- (c) ensure the occupied and obstructed lines are protected as per rules ;
- (d) make out a quick survey of casualties and injuries, ensure rendering of first aid to the injured, taking assistance of all available Railway Staff, Doctors and Volunteers on the train and near the site of accident ;
- (e) arrange to shift the injured persons to the nearest hospital with the help of available assistance, keeping their particulars as available and ask for further assistance if required ;
- (f) efforts should be made to collect and record all important information relating to the accident jointly, such as,

- (i) the condition of the track, with special reference to alignment, gauge, cross-levels, super-elevation, points of mount and drop, any sign of sabotage etc.;
- (ii) the condition of rolling stock with special reference to brake-power and braking gear and hanging parts if any;
- (iii) all marks on sleepers, rails, locomotives, and vehicles etc. specially for preservation of clues;
- (iv) Preservation of clues
- (v) position of derailed vehicles;
- (vi) position of Block Instruments ;
- (vii) position of indications of signals, track, panel, keys levers etc.
- (viii) ascertain prima facie cause of accident and prepare a senior sub-ordinates Joint Note at the site itself;
- (g) ensure that the concerned Train Signal Register, Log Book, Private Number Book, Line Admission Book, Speed Recorder Chart, Diaries of maintenance staff, Loco Pilot's Note Book, Loco Repair Book and other relevant records are seized and sealed jointly,
- (h) obtain the statements of staff involved in the accident at the site itself ;
- (i) prepare a rough sketch showing the position of derailed vehicles, position of track and OHE etc.
- (j) make a quick survey of the extent of damage;

- (k) remain at the site of accident for all possible assistance till relieved by another staff.

3.09. Duties of Divisional Emergency Officers in Emergency Cell in Control Office.—

Divisional Emergency Cell shall be opened immediately in Multi Disaster Resistant Control Room. Sr. DOM/DOM will be over all incharge of the Cell for the purpose of managing relief and restoration operations at divisional level. This unit will exercise control, co-ordinate and arrange supplementary assistance to the accident site. It shall be manned round the clock by the officials as nominated by DRM.

- (a) He shall have the authority to summon for such additional assistance as he deems necessary.
- (b) keep a close watch on the movement of ARME/ ART which have been ordered and arranged for, movement of ARME/ ART from adjoining Divisions/Railways if required ;
- (c) make necessary arrangements for doctors and medical staff from near by hospitals, medical units or stations to move promptly to the site of accident;
- (d) keep a close touch with the officer-in-charge at the site of accident to ascertain the position and particularly the assistance required at the site;
- (e) ensure that all concerned officials, including Civil and Police authorities, have been advised of the accident ;
- (f) collect further information regarding the details of accident, progress of rescue, relief and restoration

operation and pass on the information to the Headquarters, all help lines and enquiry booths;

- (g) arrange for supply of food and drink to injured passengers as well as to other passengers of the affected train and also to the passengers on trains held up at the adjacent station(s) due to the accident
- (h) arrange to open and man enquiry booths for attending to the enquiries from the public at important stations including the station(s) where injured passengers are received and sent to hospital;
- (i) maintain chronological record of all items of information received and action taken thereon;
- (j) arrange to obtain the list of persons killed and/ or injured in the accident, display it at important stations for information of the public;
- (k) divert/cancel/reschedule trains and also run duplicate/tranship trains in consultation with Central Emergency Officer;
- (l) arrange for transporting the stranded passengers from the site of accident to suitable place (s) ;
- (m) arrange for speedy ex-gratia payment as per extant rules.
- (n) act as advised by the Central Emergency Cell and give feed back of relief and restoration to the Central Emergency Cell at Zonal HQ.

3.10. Duties of officer-in-charge at the site —

The seniormost official present at the site when the accident occurred shall be in overall charge of the relief

operation till he is relieved by another official deputed by the administration to take over charge. However, the seniormost official of the Mechanical Department shall be in-charge of the relief train. The seniormost official present at the site of a serious accident, shall —

- (a) take general charge of the situation and take action to provide all possible assistance ;
- (b) depute officers/senior subordinates and all other staff for specific duties in—
 - (i) assisting the rescue operation, if any ;
 - (ii) assisting the preservation of clues ;
 - (iii) assisting the transhipment work, if any ;
 - (iv) taking action to remove the obstruction as soon as possible ;
 - (v) ensuring the protection of adjacent line(s) and the affected train as per rules ;
- (c) see that the portable telephone is installed and manned constantly by safety counsellor and relay information to Divisional Control till resumption of normal traffic;
- (d) ensure adequate lighting of the accident area at night
- (e) see that the injured persons if any are rendered first aid and shifted promptly for medical aid ;
- (f) ensure to get clearance from Police authorities in case of suspected sabotage ;
- (g) make an immediate assessment of the following, with the help of the available doctors and/or others;
 - (i) the number of persons killed, and of those sustaining grievous, simple and trivial injury;

- (ii) extent of damage ;
- (iii) the period of suspension of traffic ;
- (iv) assistance required ;
- (v) prima facie cause of accident ;
- (h) see that a dealing centre is opened at the site of accident and manned —
 - (i) to keep the details of persons killed, injured, and action taken in each case ;
 - (ii) to relay the above information in details to the Divisional Emergency Cell :
 - (iii) to attend to public enquiries and
 - (iv) to relay the progress of relief work ;
- (i) ensure recording of all information at the dealing centre concerning the accident and the relief operations in the form of an accident Log Book maintained by safety counsellor;
- (j) see that immediate action is taken to protect and safeguard property ;
- (k) ensure collection of blood samples of crew and guard of affected train(s). In case the accident is occurred at the station, samples also to be collected from Station Master and other concerned staff;
- (l) Arrange for transporting the stranded passengers, preferably to stations where drinking water, catering arrangements etc. are available, unless they can be sent to their destinations ;

- (m) see that the arrangement is made for preservation and proper care of dead bodies, if any, till further 'disposal';
- (n) see that restoration of traffic is made in a minimum possible time, and every action taken for this purpose;
- (o) arrange, in case of the accident occurring at a station, for speedy ex-gratia payment as per extant rules;
- (p) he shall give his all requirements of men and material to the Divisional Emergency Cell;
- (q) keep the details of injured and dead and inform the hospital authorities for making necessary arrangements for admission;

3.11. Duties of Railway Officers of each Department in Divisional Head Quarters.—

Immediately on receipt of an information of a serious accident, all Railway Officers concerned must report in the Multi Disaster Resistant Control Room in Control Office and take the following action promptly ;

- (a) DRM will decide the officers to proceed to the site and to man the emergency cell at the division ;
- (b) arrange the quickest means for reaching the site of accident ;
- (c) ensure that resources of all Departments, in men and material are promptly made available for rendering assistance to passengers, in clearing the line and, if required, for transshipment of traffic;

- (d) make out a general plan of action for dealing with the accident and detailing the duties of officers of different Branches and other Officials:
- (e) ensure that all Civil authorities concerned and other concerned officials have attended the site of accident ;
- (f) ensure attendance of Doctors, ambulances and other available road vehicles in addition to ARME and/or Relief train and preparation being taken in rescue services.
- (g) see that the proper arrangement of staff and labour from each Department is made ;
- (h) keep a close touch with the Officer-in-charge at the site of accident and different dealing centres and see that all assistance is provided and properly utilised in rescue service and in clearing the line at the earliest
- (i) keep a close touch with the Head Quarters, adjacent Divisions/Railways for advice and assistance ;
- (j) open and man enquiry counters at important stations of the division for the information of the public.

3.12. Responsibility of Safety Department —

Immediately on receipt of information of a serious accident, the Divisional Incharge of Safety Department shall reach the site of accident by quickest means. He will be specially responsible to —

- (a) ensure protection of affected line(s) and adjacent line(s) as per rules ;

- (b) see that a proper arrangement is made in rescue and relief operation ;
- (c) take all action for preservation of clues and take a general note of all evidences to ascertain prima facie cause of accident;
- (d) see that the assistance, to the extent necessary, is called from all sources;
- (e) ensure collection of detailed particulars of the accident ;
- (f) ensure preparation of a Joint Note by concerned Sr. Subordinates at site in regard to the cause of the accident before restoration work begins;
- (g) ensure co-ordination of all the departments concerned in rescue and / or relief operation;
- (h) ensure that video/still photographs are taken covering all aspects.
- (i) ensure collection of blood sample of crew, guard and Station Master as the case may be.
- (j) ensure seizure of all relevant records and documents.
- (k) ensure manning of portable control telephone at site by competent safety counsellor.

3.13. Responsibility of Medical Department —

The nearest Railway Medical Officer, on receipt of the report of a serious accident with injury to person, shall —

- (a) Arrange to man divisional control in case of coaching train accident and also in case of goods

- train accident involving injury/death to crew and guard & Level Crossing gate accident.
- (b) Collect blood samples of crew, guard and station master as the case may be and test for alcohol;
 - (c) reach the site of accident with the Medical Relief Train or by the quickest available means with ARME scale-II and paramedical staff with all men and material commensurate with the seriousness of the accident, assess and advise further medical assistance necessary;
 - (d) make timely and adequate arrangements for shifting the injured persons to suitable hospitals as considered necessary for further treatment and keep record of it;
 - (e) keep detailed particulars of the dead and injured e.g. their name, address etc. as far as available ;
 - (f) deal with the dead and injured as per extant rules and instructions;
 - (g) render medical aid to the injured carefully as far as possible at site.
 - (h) co-ordinating with Civil/Military/State/Public medical authorities and private practitioners for providing medical facilities.
 - (i) obtaining and transmitting the details of casualties and/or grievous injuries, simple injuries to the Divisional Emergency Office;

- (j) adequate number of shrouds, wooden coffins, polythene bags, dry ice shall be transported to the accidents site to preserve the dead bodies.

3.14. Responsibility of Commercial Department –

The Sr. Divisional Commercial Manager or in his absence the Divisional / Assistant Commercial Manager, on receipt of information of a serious accident, shall :

- (a) reach the site of accident by the quickest available means ;
- (b) see that immediate arrangement is made to protect the area, parcels and passengers luggage;
- (c) look after the comfort of the passengers, injured and un-injured alike ;
- (d) ensure prompt supply of refreshments free of charge to the injured persons and also make adequate arrangement for refreshment and drinking water for the passengers detained at the site of accident for any reason ;
- (e) ensure, in co-ordination with Medical Officer(s) at site, preparation of a complete list of injured and dead, obtaining, if possible, the counter-signature of a responsible police official and that necessary action has been taken in each case ;
- (f) arrange for adequate number of porters for carrying passengers' luggage and parcels in case of transshipment etc.
- (g) keep the belongings of the injured and dead under custody of RPF and ensure preparation of a list ;

- (h) see that the doctors are assisted by porters and other staff in attending to the injured and for shifting them to the hospital ;
- (i) ensure the making over of the dead bodies to the Police for disposal ;
- (j) arrange preparation of a complete list of damaged consignments ;
- (k) see that proper arrangements are made for the transshipment of passengers and their luggage at the site of accident if required, as also for transshipment / unloading of parcels / affected wagons, if required and advise the passengers regarding transshipment programme well in advance ;
- (l) ensure preservation of documents of damaged parcels, Mails and Goods etc.
- (m) Collect all the required information for immediate payment of ex-gratia to dead, grievous and serious injuries;
- (n) arrange to withdraw sufficient money from station earnings before proceeding to site.

3.15. Responsibility of Security Department —

- (i) Maximum number of RPF personnel should reach the accident site along with their material like torches, nylon ropes, wireless sets, loud speakers etc. by quickest means.
- (ii) Segregate the area of incidence by establishing temporary barriers by use of nylon ropes (if available) or any other make shift device available at the site to protect the area against the entry of spectators into the affected place.

- (iii) Baggage of passengers should be isolated and protected and consigned goods are taken care of till they are handed over to claimants or taken over by the Railway.
- (iv) RPF personnel should respond to any call for assistance to rescue victims and transport them to nearest Hospital.
- (v) RPF Officers will maintain close liaison and harmony with the Officers of various departments of the Railways, GRP, Local Police and Officers of Civil Administration.
- (vi) Responsibility of RPF towards persons injured due to an untoward incidence is given at para 10.08.

3.16. Responsibility of Operating Department —

- i) ARME should be made ready and dispatched as soon as the accident information of passenger carrying train is received, which may be subsequently cancelled if not required.
- ii) Movement of ARME and ART shall never be clubbed together. These shall be dispatched within stipulated target time and moved to site on top priority.
- iii) Running lines of adjoining stations on either side of the accident affected block section should be kept clear of all trains for shunting, marshalling and evacuation of affected portion.
- iv) With the consultation of Chief Emergency Officer (CPTM) at HQ, immediate decision should be taken to short terminate, reschedule, diversion and cancellation of trains and advise to all concerned.

- v) Plan efficiently to balance the diesel/electric locos and crew which is necessitated due to regulation of trains.
- vi) Trains should be regulated at such locations where other transportation facilities are available.
- vii) Advance planning shall be made to run special trains to clear the unaffected and injured passengers, to carry logistic backup support, for carrying relatives of injured/dead passengers to the site of accident.
- viii) Insist concerned departments for restoration within target time and obtain fit certificates from S&T, Electrical and Engineering Departments before resumption of normal working.
- ix) Keep a commercial train ready to run in the block section within 30 minutes of resumption of normal working.

3.17. Responsibility of Mechanical Department :

- i) Proceed to the accident site along with their gang and assess the actual requirement of men and material for clearing the obstruction at the earliest.
- ii) All Officers should proceed to the site by leaving AME/DME in the Divisional Emergency Cell for providing back up support.
- iii) Mechanical Department is overall incharge of the restoration and assist the rescue team to extricate the injured/dead passengers.
- iv) They must ensure that the resources of the department are promptly made available at the site of accident and utilized properly.

- v) Efforts should be made to despatch one ART with 140 T crane along with one break down special at each end of the accident site with proper marshalling taking into consideration of the location and nature of accident.
- vi) ARTs/Cranes should not be requisitioned more than requirement. So correct assessment should be made. Simultaneously, road cranes can be requisitioned if necessary. Sr.DME will order for crane in consultation with CME/CMPE.
- vii) Ensure that the examination and reading of coaches/wagons have been completed in time.
- viii) Preserve and note the clues, if any lead to the accident

3.18. Responsibility of Electrical Department :

- i) Sr.DEE(G), Sr.DEE(OP) and Sr.DEE(Tr.D) to proceed to the accident site along with their gang and assess the actual requirement of men and material for clearing the obstruction at the earliest.
- ii) AEE(G) and AEE(TRD) will be available in the Divisional Emergency Cell for providing back up support.
- iii) Main responsibility is to illuminate the site with portable generator sets, portable inflatable tower lights, disconnection and slewing of OHE.
- iv) Ensure that the examination and readings of loco have been completed in time.
- v) Arrange to order tower wagon from base station as per the requirement. Excess ordering should be watched to avoid congestion near the accident site.

- vi) Preserve and note the clues, if any lead to the accident

3.19. Responsibility of Engineering Department :

- i) Proceed to the accident site along with their gang and make a quick survey and assess the actual requirement of men and material for restoration at the earliest.
- ii) Maximum number of officers, Section Engineers, their gangs and material should mobilise to the site by leaving DEN/ADEN in the Divisional Emergency Cell for providing back up support. Manpower should be arranged in shifts considering the gravity of the accident and damage of P.Way.
- iii) Monsoon reserve material provided at nominated locations as per the scale may be mobilized to the site.
- iv) Ensure that the track examination and track readings have been taken before starting the restoration work.
- v) To prepare a complete and accurate dimensioned sketch of the site.
- vi) Restoration of track should be made at least possible time by efficiently utilizing men and material.
- vii) Preserve and note the clues, if any leading to the accident

3.20. Responsibility of Signal and Telecommunication Department :

- i) Proceed to the accident site along with Section Engineers (Tele), Technician (Tele), etc., and their gang and assess the actual requirement of men and material for restoration at the earliest.

- ii) Sr.DSTE and ASTE should proceed to the site by leaving DSTE in the Divisional Emergency Cell for providing back up support.
- iii) Main responsibility is to provide effective and adequate means of communication within the site, Divisional Emergency Cell, Control, etc. by providing walkie talkie sets, VHF Sets, auto phones, BSNL telephones, satellite phone, etc.
- iv) Provide communication facility at all locations with nominated emergency telephone numbers.
- v) Restoration of block working, signals, communication, etc., should be made at least possible time by efficiently utilizing men and material.
- vi) Preserve and note the clues, if any lead to the accident.

3.21. The Divisional Railway Manager.—

In the event of a serious accident, the Divisional Railway Manager shall—

- (a) depute ADRM to the site of the accident to assume overall charge, unless he himself proceeds to the site of the accident ;
- (b) ensure that assistance is rendered by each Branch of his Division promptly and efficiently in rescue and relief, transshipment of traffic if required, and for removal of obstruction at the earliest; allot specific duties to the individual Officers for dealing with the accident ;
- (c) keep a close touch with the Officer in-charge at the site of accident and Officer-in-charge at the Control office and

see that all assistance is provided and properly utilised in rescue and relief and for removal of the obstruction ;

- (d) Ensure that information of the accident is sent to the concerned officials by quickest means ;
- (e) arrange a preliminary enquiry in cases where immediate investigation of certain matters is considered necessary even though the enquiry may be conducted later by the Commissioner of Railway Safety etc.
- (f) open help line inquiry booths at stations for prominent display of notices and list of the injured or/and dead and to attend to all public inquiries;
- (g) ensure adequate force to control the crowd and for the maintenance of law and order at the site;
- (h) to co-ordinate with State Govt., Defence and Paramilitary authorities.
